



# **Achievement Preparatory Academy**

A Washington, DC, Public Charter School

## **PERSONNEL POLICY HANDBOOK**

School Year 2009-2010

# Achievement Preparatory Academy

## Personnel Policy Handbook

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\*As used herein, as of the date of this Handbook, the Chair of the Board of Trustees of Achievement Preparatory Academy is Michael Duffy, (202) 434-9918.

# **Achievement Preparatory Academy**

## **Personnel Policy Handbook**

The Achievement Preparatory Academy Personnel Policy Handbook was developed to outline the policies, programs, and benefits available to eligible employees. The Board of Trustees of the Achievement Preparatory Academy reserves the right to change, discontinue, correct, modify or revoke any of the following policies:

### **1. OPEN COMMUNICATION**

Achievement Preparatory Academy is committed to maintaining a positive work environment and a healthy work culture by being responsive to the needs of its employees through regular and direct communications. Achievement Preparatory Academy supports an open communication policy under which employees are encouraged to give regular and honest feedback to the Head of School, their supervisors, co-workers, and staff they manage. It is important that employees clearly communicate what support they need to be successful in their work and that they feel comfortable raising concerns of any sort regarding their job or other matters affecting their work performance. In the spirit of open communication, employees are encouraged to attempt conflict resolution through frank discussions. If an issue remains unresolved, or if you feel that you cannot continue to discuss the issue with a particular person/s, then you should bring it to the attention of your supervisor or supervisor's manager. If you have an issue related to sexual harassment, discrimination or retaliation, please refer to the complaint procedures outlined in the Equal Employment Opportunity and Non Harassment policies first.

### **2. STAFF QUALIFICATIONS AND EXPECTATIONS**

#### **2.1 General Policy**

All employees shall demonstrate a strong commitment to the mission, philosophy and educational approach of Achievement Preparatory Academy through their interactions with students, parents and co-workers. All Classroom Teachers are required to have a minimum of a bachelor's degree from an accredited college and must meet the No Child Left Behind requirements as outlined for their content areas. Other staff need not have any particular degree or certification, but must demonstrate the abilities necessary to carry out effectively their responsibilities through prior experience and/or education.

#### **2.2 Confidentiality**

Employees are expected to maintain confidential or proprietary information of Achievement Preparatory Academy in strict confidence and are prohibited from discussing or disclosing this information to others without the express authorization to do so by Achievement Preparatory Academy.

Confidential information within Achievement Preparatory Academy's possession generally falls into three categories: (1) confidential and/or proprietary information concerning Achievement Preparatory Academy's business, including but not limited to, budget and personnel ("Proprietary Information"); (2) confidential information entrusted to Achievement Preparatory Academy by third parties such as students or their parents, or vendors ("Third Party Information"); and (3) personally identifiable information received from employees, students and third parties (including but not limited to names, addresses, e-mail

addresses, social security numbers, telephone or facsimile numbers, and health information) ("Personal Information") which if misused could result in identity theft or other serious harm. Personal Information may be subject to protection under federal, state or local laws in the U.S., or under laws of other countries. No Personal Information may be transmitted from one country to another country without prior managerial approval.

Achievement Preparatory Academy has an Information Security Program protecting Proprietary, Third Party and Personal Information, which all employees are required to carry out while performing their daily duties. The Information Security Program has three important elements:

- Physical security;
- Network security; and
- Maintaining information security.

### **Physical Security**

Achievement Preparatory Academy's places of business are designed to prevent unauthorized access to employee-only areas for a number of reasons, including but not limited to, ensuring a safe workplace and ensuring that unauthorized persons cannot gain access to Proprietary, Third Party or Personal Information. Strict adherence to these basic rules will help ensure a safe workplace as well as prevent security breaches.

### **Network Security**

In Achievement Preparatory Academy's workplace many tasks are accomplished using computer, voicemail, and other electronic networks. Achievement Preparatory Academy goes to significant lengths to protect its networks including password protection, encryption, and limiting access to certain information. In addition, Achievement Preparatory Academy monitors employee usage of its networks to ensure that no inappropriate usage takes place. Achievement Preparatory Academy maintains records showing who accessed which portions of Achievement Academy's networks, and at which times. To maintain the integrity of these records, no employee may allow any other person to use his or her user id, password, or other information devices used to access Achievement Preparatory Academy's network's (collectively, "Login Information"), and no employee may use Login Information not assigned to him/her to gain access to Achievement Preparatory Academy networks, without prior managerial approval. Moreover, Achievement Preparatory Academy has established secure remote connections to its systems. Employees must use the secure methods established by Achievement Preparatory Academy for remote communications, and must not use any other mechanisms for accessing Achievement Preparatory Academy's networks.

### **Maintaining Information Security**

An educated and alert workforce is one of the best defenses against breaches of information security, both from security threats outside and inside Achievement Preparatory Academy.

By acknowledging receipt of this Handbook, you agree to strict confidentiality obligations with respect to Proprietary, Third Party and Personal Information. Pursuant to this provision, all employees are required to use certain safeguards with respect to (1) handling, and (2) disposal of Proprietary, Third Party and Personal Information. Further, all employees are required to seek prior managerial approval when employees are not certain about how they should handle or dispose of Proprietary, Third Party and Personal Information. Employees who improperly use or disclose Proprietary, Third Party and Personal Information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

All employees are expected to use special care and good judgment in any handling of Proprietary, Third Party and Personal Information, including but not limited to the following examples:

- Not removing or disclosing Proprietary, Third Party and Personal Information from or outside of Achievement Preparatory Academy's premises without appropriate management permission and security measures;
- Not allowing other employees or third parties to use Login Information, access cards, or other security devices;
- Labeling all hard or electronic copies of Proprietary, Third Party and Personal Information documents "Confidential-Internal Use Only", or "Restricted", as appropriate;
- Not engaging in any activities that might compromise Achievement Preparatory Academy's networks, such as opening e-mails or active content from unknown or suspicious senders which might contain computer viruses, spyware, or other harmful material, or visiting untrusted websites;
- Not using personal e-mail accounts (e.g., Gmail, Yahoo!, AOL) to conduct Achievement Preparatory Academy's business;
- Not participating in Internet chat or bulletin boards with respect to Achievement Preparatory Academy;
- Being aware that other countries may have privacy laws protecting Personal Information (e.g., names, addresses) and using particular care as to any disclosures of Personal Information from one country to another, and as to obtaining or using Personal Information from non-U.S. sources or with respect to non U.S. persons.
- Carefully guarding any devices or items (e.g., laptops, Blackberry's, PDA's, storage drives, CDs, DVDs) in which Proprietary, Third Party, or Personal Information is stored, and following all Achievement Preparatory Academy guidance about avoiding loss or theft of such items during travel or other periods outside Achievement Preparatory Academy's premises;
- Following Achievement Preparatory Academy's data storage and transmission rules and protocols, including rules regarding encryption, file naming, backup and destruction;
- Disposing of Proprietary, Third Party and Personal Information solely by means of secure methods approved by Achievement Preparatory Academy;
- Immediately reporting any loss or suspected loss of Proprietary, Third Party and Personal Information to Achievement Preparatory Academy's management; and
- Immediately reporting any suspicious activities (e.g., external or internal hacking attempts, or unauthorized internal activities such as accessing or downloading unusually large amounts of Proprietary, Third Party and Personal Information) to Achievement Preparatory Academy's management.

Achievement Preparatory Academy recognizes that the foregoing list is not comprehensive, and that the manner in which Proprietary, Third Party and Personal Information is used in the workplace is continually changing. Achievement Preparatory Academy welcomes any employee suggestions for improving its Information Security program protecting Proprietary, Third Party and Personal Information. Because of the evolving nature of Achievement Preparatory Academy's Information Security program, any employee with any doubt or hesitations about how to handle Proprietary, Third Party and Personal Information should immediately bring their concerns to the attention of management.

Except as provided in Section 13, concerns about any student's health, safety or welfare should be raised directly with the student's parents or guardians and/or the Head of School.

### **2.3 External Communications**

To ensure the quality and consistency of school information disseminated to media sources, all media inquiries are to be handled by the Head of School or his or her designee, regardless of who the media representative is or whom he or she represents or how innocuous the request. Similarly, all press releases and other school publications are to be approved by the Head of School or his or her designee prior to dissemination. Employees may not suggest that they speak for the Achievement Preparatory Academy, unless expressly authorized by the Chair of the Board of Trustees or his or her designee.

Employees cannot be precluded from speaking with members of the media on matters of public interest, but if they do so, they must expressly state that they are speaking only for themselves and not as a representative of the Achievement Preparatory Academy. In doing so, employees are encouraged to promote positive media relations. Employees must refer all inquiries regarding Achievement Preparatory Academy to the Head of School or his or her designee.

### **2.4 Punctuality**

The workday for full-time staff is 7:15am - 5:30pm Monday through Friday. Any employee who is unable to report for work on any particular day must call his or her supervisor at least one hour before the start of the scheduled workday. If an employee fails to report to work without notification to his or her supervisor (except for statutorily protected reasons), the school may consider that the employee has abandoned his/her employment and has voluntarily terminated the employment. In such cases, the school must provide notice to the employee of the decision, and the employee may file a grievance pursuant to the process outlined in Section 10 below if the employee disputes the decision.

Upon returning to work after an absence for any reason, the employee must complete an absence form and turn it in to his or her supervisor by the end of the workday on which the employee returns. If an employee is absent for medical reasons for 3 working days or more, the employee must, immediately upon his or her intended day of return to work, provide his or her supervisor with a physician's statement certifying that the employee is able to return.

## **2.5 Business Casual Dress Code**

We expect employees to use good judgment to dress professionally at all times. Individuals who do not comply with Business Casual guidelines, listed below, will be notified. A second notification may result in the employee being asked to return home to change into appropriate attire. Travel time will be unpaid.

- *Shirts and Blouses.* Acceptable: Short-sleeved and long-sleeved shirts and blouses with regular and banded collars. Sleeveless shirts for women are appropriate as long as the top is a full top (i.e., it does not plunge down the front, it is not cut out in the back, or it is not cut out around the sleeves like a tank top). Sleeveless tops cannot be T-shirt or denim material. Not Acceptable: T-shirts, tank tops, sweat shirts, halter-tops or low-cut clothing.
- *Pants.* Acceptable: Trousers, slacks or dress pants. Not Acceptable: Jeans (regardless of color or material), Capri pants, shorts, sweat pants, stretch pants, stirrup pants, leggings and any workout clothing.
- *Footwear.* Acceptable: Any casual or dress shoe is acceptable. Men must wear socks. Not Acceptable: Athletic shoes (sneakers), shower or beach-type sandals, and hiking boots.
- *Skirts and Dresses.* Acceptable: Casual dresses, jumpers, skirts are appropriate. Skirts/dresses should be of reasonable length.
- *Exceptions.* Exceptions to the business casual dress code may be recognized, as designated by the Head of School or Director of Academic Achievement, for free dress days, field trips, or outdoor activities. On such designated days, jeans and modest athletic clothing will be considered acceptable attire.

## **2.6 Personal Business**

When supervising students, talking on cell phones for personal business, listening to mp3 players, or checking personal email accounts is not permitted. When not supervising students, employees should minimize these behaviors during regular school hours in order to model productive behavior for students, be available to colleagues, and fulfill professional responsibilities. If an employee must use a cell phone for personal business, he or she should find a location out of the public space. In addition, cell phones should be on vibrate only and should not be worn as an earpiece for longer than the duration of the call. If an employee finds using an mp3 player helps his or her productivity when working alone, he or she is asked to find a location out of the public space. See Email/Internet Policy below.

## **2.7 Performance of Duties**

Employees are responsible for performing the duties outlined in their job description. In addition, all duties must be performed in accordance with all Achievement Preparatory Academy policies and procedures.

## **2.8    Professional Development**

At Achievement Preparatory Academy, we will use data-based inquiry to guide school-wide professional development of teachers. As a staff, we will determine an area of curriculum or instruction on which we need to focus. The Director of Academic Achievement will be in charge of providing training in the area of interest. Since teachers will be instructed on the same technique or strategy, they will coach one another on its effective implementation in individual classrooms. A bi-weekly staff meeting will be used to discuss the successes and challenges teachers are facing in their professional development.

The school may fully or partially reimburse teachers for coursework, seminars or workshops related to professional development goals if included in the school's annual budget. The Head of School must approve any such professional development in advance. Teachers are required to submit documentation of completed coursework and proof of attendance in order to be reimbursed.

## **2.9    First-Aid and CPR Training**

All classroom teachers are required to have a current Community First-Aid and CPR certification or a plan to become certified. All other employees are strongly encouraged to have a current Community First-Aid and CPR certification. The school will provide a course each year, which will be free of charge, at the beginning of each school year, to certify or recertify staff. Teachers have the option of attending the course offered at the school or obtaining certification on their own. Teachers will not be reimbursed for obtaining certification on their own.

## **2.10   TB Testing**

Before the first day of employment and once every three years after that, all employees must have a tuberculosis test. The current physician's statement must be on file in the office before the first day of school. Failure to provide documentation on time may result in immediate termination.

## **2.11   Background Check**

Prior to the commencement of employment, all new employees must submit fingerprints. In addition, all new employees must execute a release authorizing Achievement Preparatory Academy or its agent to conduct a background check. The Head of School will maintain all background reports in a secured file separate from personnel files.

## **2.12   Employment Verification**

Achievement Preparatory Academy will comply with the Immigration Reform and Control Act (IRCA), which requires employers to verify that all newly hired employees have the legal right to work in the United States. Pursuant to the IRCA requirements, all new employees must complete Section 1 of the I-9 form by the first day of employment. In addition, within three business days after the employee begins work, he or she must present either a List A or a List B and C document (appropriate List A, B and C documents appear on the back of the I-9 form) verifying his or her identity and employment eligibility. Employees who have indicated in Section 1 that they are already eligible to work in the United States may present an appropriate document receipt, which will allow them to work for up to 90 days. At the expiration of the 90-day period, such employees must present the actual document(s) in order to continue working.

### **2.13 Ethical Conduct Towards Students**

Teachers should recognize that they have a privileged relationship with students. Accordingly, teachers must refrain from exploiting that relationship to their advantage. A professional educator maintains a professional relationship with all students, both inside and outside of the classroom. Unethical conduct includes, but is not limited to:

- Committing any act of child abuse, including physical or emotional abuse;
- Committing any act of cruelty to children or any act of child endangerment;
- Committing or soliciting any sexual act from any minor or any student regardless of age;
- Committing any act of harassment (e.g., sexual harassment) as defined by Achievement Preparatory Academy policy;
- Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age;
- Using inappropriate language, including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrase);
- Taking inappropriate pictures (digital, photographic, or video) of students;
- Inappropriate contact with any minor or any student regardless of age using electronic media and;
- Furnishing alcohol or illegal or unauthorized drugs to any student, or allowing or encouraging a student to consume alcohol or unauthorized drugs.

## **3. PERSONNEL DEVELOPMENT AND EVALUATION**

We are committed to students reaching a high level of student achievement, and we expect each employee to perform at the highest levels. To that end, we have implemented the following procedures:

### **3.1 Confidential Personnel File**

The school shall maintain a confidential personnel file for each employee. The personnel file shall be maintained by the Head of School and shall be accessible to only the employee, Head of School, and the Human Resources manager. The Board of Trustees may have access to the file to resolve an internal complaint brought by the employee. The Board of Trustees shall maintain and have full access to the personnel file of the Head of School.

### **3.2 Professional Development Plans**

Classroom teachers will develop yearly professional development plans in consultation with the Director of Academic Achievement. Other staff will develop yearly professional development plans in consultation with the Head of School. All staff will have a yearly professional development plan that includes two parts:

1. **School-Wide Professional Development Goals.** Teachers collectively with the Director of Academic Achievement and other staff collectively with the Head of School will set 1-2 school-wide professional development goals that support the high achievement of all Achievement Preparatory Academy students. Professional development activities will be planned to support the school-wide professional development goals. Professional

development will be embedded in the daily life of our school through such practices as looking collaboratively at student work, peer observation to promote collegial feedback, and study groups that explore important classroom questions.

2. **Personal Professional Development Goals.** In addition to the school-wide goals, all employees will set 1-2 professional goals for the year. In their professional development plan, each employee will discuss how the goal relates to high achievement for all children and note their ideas for achieving goal(s).

Each employee will meet individually with the Head of School and the Director of Academic Achievement to discuss his or her professional development goals. Teachers will reflect on progress towards their professional development goals as parts of the six-month review process described below. All other staff will meet individually with the Head of School to discuss their professional development plans for the upcoming school year.

### **3.3 Formal Observations of Classroom Teachers**

All teachers will receive at least one formal observation by the Director of Academic Achievement, in consultation with the Head of School, during the school year. Additional formal observation may be required by the Director of Academic Achievement or requested by the teacher. The formal observation will include a pre-conference, a class observation, a post-conference, written reflection of the observations by the teacher, and written feedback by the Director of Academic Achievement.

*Pre-conference.* The Director of Academic Achievement and the teacher will meet before the observation. They will agree on a date for the observation and the teacher will discuss the lesson to be covered during the observation. The teacher will pose questions that s/he would like the Director of Academic Achievement to consider and areas where s/he would like feedback.

*Observation.* The Director of Academic Achievement will observe in the classroom at the agreed time. The observation will be no less than thirty minutes long.

*Post-conference.* The teacher and the Director of Academic Achievement will meet to discuss the lesson presented during the observation. The Director of Academic Achievement will make comments relating to the questions and areas of concern posed by the teacher. The teacher may also receive feedback on other areas.

*Written Reflection.* After the lesson and the post-conference, the teacher will write a brief reflection on the lesson and the feedback.

*Director of Academic Achievement's Feedback.* After the lesson and the post-conference, the Director of Academic Achievement will write feedback to the teacher summarizing the comments, discussion and recommendations of the post-conference.

### **3.4 Observations of Staff Other Than Classroom Teachers**

All other staff whose duties include working directly children will have at least one formal observation by the Head of School during each school year. Observations for other staff may include some

or all of the same components as described in the formal observation process for Classroom Teachers as deemed appropriate by the Head of School.

### **3.5 Informal Observations**

The Head of School and the Director of Academic Achievement will informally observe teachers and other staff frequently. Teachers will receive verbal feedback on informal observations. If serious concerns are noted during an informal observation, the teacher will receive written feedback from the Head of School and/or Director of Academic Achievement stating the concerns. The Head of School and/or Director of Academic Achievement will schedule a meeting with the teacher to discuss the concerns, develop an action plan for addressing concerns, and schedule a formal observation.

### **3.6 Peer Coaching**

Peer coaching plays an important role in the supervision and development of teachers at Achievement Preparatory Academy. All teachers and other instructional staff are required to participate in peer observation. Feedback from peer observation, however, will not contribute to the formal observations.

### **3.7 Mid-Year Review for Classroom Teachers**

There are three components of the mid-year review for Classroom Teachers:

*Teacher Self-Evaluation.* Each Classroom Teacher will do a two-part evaluation. The first part will be a self-evaluation reflecting on progress made towards achieving mastery in core instructional practices. The second part will be a narrative reflection on progress towards professional development goals. Mid-year self-evaluation should be completed by February 15.

*Documentation Conference.* The teacher and the Director of Academic Achievement will meet at an agreed upon time. The teacher will bring evidence of achieving the expectations laid out in the job descriptions. Evidence might include: plans for learning experiences, student portfolios, and examples of assessments. Documentation conferences should be completed by March 1.

*Director of Academic Achievement's Review.* The Director of Academic Achievement will complete a six-month review for each teacher noting areas of strength and recommendations for improvement. This review will be based on formal and informal observations and on the documentation conference. The review will be shared and discussed with the teacher and a copy will be placed in the teacher's personnel file. Mid-year reviews usually will be completed by March 15.

### **3.8 Mid-Year Review for Other Staff**

There are three components of the mid-year review for staff other than Classroom Teachers.

*Self Reflection.* Each staff member will complete a narrative reflection on progress towards their professional development goals for the school year. This reflection should be completed by February 15 and submitted to the Head of School.

*Documentation Conference.* The Head of School and the staff member, on or prior to March 1, will meet for a documentation conference. Relevant documentation may be requested by the Head of School or selected by the staff member to show fulfillment of job responsibilities.

*Head of School's Review.* The Head of School will complete a six-month review noting areas of strength and areas for improvement. The review will comment on progress towards professional development goals and fulfillment of the duties of the job description. The review will be shared and discussed with the staff member and a copy will be placed in the staff member's personnel file. The Head of School's Review usually will be completed by March 15.

### **3.9 Implementation Plan and Dismissal Process**

If a supervisor has significant concerns about the effectiveness of a staff member during the year, the supervisor will schedule a meeting with the staff member to develop an improvement plan. The improvement plan will outline specific improvement targets and identify a timeline for meeting these targets. The supervisor and staff member will then meet regularly to evaluate progress toward the targets. If the targets are met and the supervisor's concerns are adequately addressed, the improvement plan process will end. If the targets are not met, however, the supervisor will talk with the staff member about a change of roles, or in some cases, dismissal from the school.

### **3.10 Annual School Review**

The Head of School is responsible for conducting an Annual School Review and the creation of the School Review Portfolio. The District of Columbia Public Charter School establishes the parameters for the Annual School Review.

## **4. PURCHASING PROTOCOLS**

### **4.1 Purchases from School Funds**

The Head of School must approve purchases of materials, services and supplies in advance by submitting a purchase requisition form. Approved requisition forms will be forwarded to the Office Manager who is responsible for ordering materials and supplies. Under no circumstances will staff order materials, supplies or services to be billed to the school. All items purchased with school funds are the property of Achievement Preparatory Academy.

### **4.2 Purchases from Discretionary Funds**

Staff may be granted discretionary funds as part of the school's annual budget. Staff may purchase materials without prior approval, but may not bill materials to the school. Staff must use their personal funds for the purchase of materials and submit receipts for reimbursement within a month of purchase. Staff will only be reimbursed for receipted items up to the maximum of their discretionary funds. All materials and supplies purchased with discretionary funds are the property of Achievement Preparatory Academy.

## 5. DISMISSAL, DISCIPLINE, AND TERMINATION

### 5.1 General Policy

Achievement Preparatory Academy is an at-will employer and can terminate an employment relationship for any lawful reason at any time.

The primary goal of any disciplinary action, excluding termination, is to provide the employee an opportunity to gain an understanding of the reason for the discipline and to gain a commitment from the employee that future rule violations will not occur and that future performance will be acceptable.

Failure to comply with the school's standards of conduct may result in disciplinary action up to and including immediate termination. The following are examples of violations of the standards of conduct, but are not an exhaustive list:

- Consuming alcohol at any time while on Achievement Preparatory Academy's premises or while performing Achievement Preparatory Academy business;
- Being under the influence of a controlled substance or illegal drug at any time while on Achievement Preparatory Academy's premises, at Achievement Preparatory Academy-sponsored events, or while performing Achievement Preparatory Academy business;
- Unlawful distribution or possession of a controlled substance or illegal drug or using a controlled substance or illegal drug at any time on Achievement Preparatory Academy's premises, at Achievement Preparatory Academy-sponsored events, or while performing Achievement Preparatory Academy business;
- Unlawful sale of a controlled substance or illegal drug at any time;
- Improper behavior of discourtesy toward a student, a parent, or a co-worker;
- Failure to report for work without just cause;
- Walking off the job;
- Conviction of, or the entry of a guilty (or *nolo contendere*) of a crime;
- Sexual harassment of a student, parent, Achievement Preparatory Academy employee or volunteer;
- Intentionally striking or sexually touching any students;
- Misuse of Achievement Preparatory Academy's electronic communications systems;
- Dishonesty;
- Misconduct;

- Insubordination;
- Failure to follow the policies and procedures of Achievement Preparatory Academy.

## **5.2 Progressive Discipline**

Achievement Preparatory Academy has an at-will employment arrangement, where it can terminate the employment relationship for any reason at any time, with or without notice. Achievement Preparatory Academy may, without any obligation to do so and at its sole and absolute discretion, apply the following corrective counseling procedures prior to termination:

- **First Offense** - Verbal Counseling/Coaching
- **Second Offense**—Written Warning
- **Third Offense** – Final Warning
- **Fourth Offense** – Suspension Pending Investigation

## **5.3 Other Duties as Assigned**

All employees are required to participate in activities directly related to their job duties that may be held outside of normal school hours. These duties may include, but are not limited to, parent-teacher conferences, in-service sessions, staff meetings, and information seminars and programs for parents, prospective parents or other events and activities. Staff may also be required to participate in duties unrelated to their direct job duties, including, but not limited to, monitoring students outside of the classroom or the building, assisting in the maintenance of the school and its resources and coordinating extracurricular activities. All employees are encouraged to attend school functions and events.

## **5.4 Resignation**

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the Head of School as soon as possible and at least 30 school days before the effective date of resignation.

# **6. SCHEDULE**

## **6.1 School Year**

All teachers and support staff employees are required to report to work on the first day of professional development before students begin school until five days after students are dismissed from school unless specified otherwise in the employee's offer letter. All teachers and support staff employees will not otherwise be required to work when school is not in session. Full-year employees are not required to work on school holidays, but are required to work during fall, winter, spring and summer breaks. Full year employees will receive four weeks of annual leave, which the nature of their work will determine. The Head of School will approve the leave schedules for full year employees. Employees should request approval for leave at least one month in advance.

## **6.2 School Day**

The workday for full-time staff is 7:15am - 5:30pm Monday through Friday. All full-time employees shall have a lunch break of 30 minutes per day. Part-time staff shall report for work as described in their employment contract or as otherwise approved by the Head of School.

The school day for students is 7:30 am to 5:00pm.

## **7. LEAVES OF ABSENCE**

### **7.1 General Policy**

Regular attendance is imperative for all school employees, particularly employees with direct responsibility for the education of students. Employees are encouraged to use their leave only when necessary and should make every effort to structure their leave in a manner that is least disruptive to students and co-workers. All employees shall inform the Head of School of an anticipated absence as soon as possible, and such leave (other than for unexpected circumstances) must be pre-approved by the Head of School. The Head of School may require an employee to verify the claimed reason for any absence.

### **7.2 Sick Leave**

Sick leave is available to employees to provide for full salary and benefits for absences due to the following reasons:

1. Personal illness or incapacity that requires the employee to be absent from work.
2. For occasions that require the employee to be the primary caregiver for a member of his or her immediate family who is ill or incapacitated. Immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter or corresponding in-law relationships. (**Note:** care of non-family members is considered annual leave or leave without pay. Time spent away from work caring for healthy children is considered annual leave or leave without pay)
3. Doctor's appointment that cannot reasonably be scheduled during non-work hours.
4. Infection with or exposure to a contagious illness such that an employee's presence on the job might jeopardize the health of others.

If an employee is absent for medical reasons for three working days or more, the employee must, immediately upon his or her intended day of return to work, provide the Head of School with a physician's statement certifying that the employee is able to return.

All staff shall accrue sick leave at a rate of five days per year. The Head of School may, but is not required to, advance sick leave not yet accrued up to five days. Sick leave is granted only for the reasons listed above. Unused sick leave may be carried over up to a limit of 15 days.

Achievement Preparatory Academy offers the sick leave benefit to its employees with the expectation that such leave will not be abused or used unethically by employees. It is an abuse of sick leave to claim qualifying reasons for an absence when such reasons do not exist. Achievement Preparatory

Academy expects its employees to use the granted sick leave only when necessary and the absence complies with the reasons listed above.

### **7.3 Personal Leave**

The Head of School may grant up to three days of leave per employee per year for urgent personal business or other emergencies. Such leave shall be at full pay and benefits. Personal leave may not be taken (1) within the first thirty (30) days of the school year, (2) within the last thirty (30) days of the school year, or (3) the day before or after a holiday or vacation. Employees should contact the Head of School to submit a request for personal leave. Since this is a discretionary leave granted on a case-by-case basis, employees do not accrue personal leave, nor is personal leave carried over from one year to the next.

### **7.4 Administrative Leave**

Administrative leave is granted to employees to provide for full salary and benefits for absences due to the following personal matters:

1. Appearance in court as a party to a case or pursuant to a subpoena as necessary to protect the rights of the employee.
2. Religious observance as required by an employee's faith.
3. Attendance at professional development activities approved by the Head of School.

### **7.5 Bereavement Leave**

Full-time employees are allowed up to three days of paid bereavement leave following the death of an immediate family member: father, mother, sister, brother, husband, wife, son, daughter or corresponding in-law relationships. The Head of School must approve any exceptions to this policy.

### **7.6 Parental Leave**

Employees are entitled to 24 hours of unpaid parental leave within a 12-month period to participate in "school-related events" for the employee's children, grandchildren, nieces, nephews, or ward of the employee or the employee's spouse. If the need is foreseeable, employees must generally provide 10 days notice of their intent to take parental leave. In some instances, if granting the leave would disrupt school operations and make it unusually difficult for Achievement Preparatory Academy to educate its students, the request for leave may be denied.

### **7.7 Jury Duty**

Upon notification by a court to report for jury duty, the employee shall immediately request jury duty during non-school months. In the event this request is not granted, time off with no loss of salary (limited to two (2) weeks) will be provided for jury duty required to be served during the school year. Any employee, when advised of his/her notification of jury duty, must immediately inform the Head of School. Salary will be paid as usual, for up to two (2) weeks, and the check for juror fees is to be signed over to the school.

### **7.8 Military Leave**

Achievement Preparatory Academy will grant military leave to eligible employees in accordance with all applicable state and federal laws.

### **7.9 Procedures for Requesting Leave**

All employees are required to formally request authorization for leave time. Employee must complete a request for leave form including date(s) of request and type of leave requested. Employees must sign the form and submit it to the Head of School for review and approval.

The Head of School will assess the operational impact of granting the request. The Head of School is responsible for approving or disapproving the leave request, taking into consideration the necessity of the leave, the employee's eligibility, and other factors consistent with Achievement Preparatory Academy's policy and procedures of District and federal laws. This procedure should not interfere with any procedures required under District or federal law.

## **8. SALARIES AND BENEFITS**

### **8.1 Salary**

The Head of School shall set parameters for staff salaries and present them for approval to the Board of Trustees as part of the annual budget process. Employees will be paid bi-monthly. In case of termination or resignation, Achievement Preparatory Academy will pay the employee within five days after their last day of employment.

### **8.2 Health Benefits**

Achievement Preparatory Academy will offer a selection of health and dental insurance coverage for current staff. Achievement Preparatory Academy will pay a set amount of premium for all full-time employees that will cover at least the cost of the least expensive coverage for an individual. The employee must pay any additional premium in more expensive coverage or for family coverage selected by the employee. No staff member will receive paid health benefits beyond their term of employment. Upon hire and enrollment, all full-time employees will receive Summary Plan Documents outlining the details of their plans. If statements in the Summary Plan Document and this manual conflict, the Summary Plan Document overrule.

### **8.3 Retirement Benefits**

Achievement Preparatory Academy will make the required employer contribution toward federal Social Security for all employees. Achievement Preparatory Academy does not currently offer any additional retirement benefits for its employees.

## **9. EQUAL EMPLOYMENT OPPORTUNITY**

It is the commitment of Achievement Preparatory Academy to promote Equal Employment Opportunity (EEO) through adherence to equal opportunity laws and regulations at Federal, State and local levels to which Achievement Preparatory Academy is subject. Through responsible managers, supervisors and programs, Achievement Preparatory Academy will recruit, hire, employ, manage, train, transfer, promote, compensate, reward, provide benefits and administer other work and human resources programs based on an individual's job related activities and without regard to race, color, age, sex, marital status, sexual orientation, disability, national origin or ancestry, religion, or any other protected status under District of Columbia and Federal law, except where a bona fide occupational qualification exists.

Achievement Preparatory Academy shall comply with the intent of the Americans with Disabilities Act of 1990 and shall attempt to accommodate qualified individuals with disabilities in accordance with applicable law. Achievement Preparatory Academy will seek to provide reasonable accommodation for all known disabled individuals who are qualified for their positions. Accommodation may not be possible if there is undue hardship to Achievement Preparatory Academy. Undue hardship means an action requiring significant difficulty or expense by Achievement Preparatory Academy. Should an employee become disabled during employment and is no longer capable of performing his or her job functions, a discussion should occur with the Head of School to determine whether any reasonable accommodation can be made. All information obtained concerning the medical condition or history of an applicant or employee will be maintained in separate medical files, and will be treated as confidential information that will only be disclosed in accordance with applicable law. Any allegation regarding discrimination shall be handled internally. The complainant should contact the Human Resources manager or the Head of School, who shall provide information and assistance on filing and pursuing the complaint. If the complaint is against the Head of School, the complainant should contact the Human Resources manager to file the complaint. Acts of discrimination may continue if they are not reported, and Achievement Preparatory Academy will be unable to take action to correct the problem if it receives no notice of unwanted, inappropriate contacts.

Upon such notification, Achievement Preparatory Academy will undertake prompt investigation and, if warranted, corrective action. Any employee who, after appropriate investigation, has been found by Achievement Preparatory Academy to have discriminated against another employee will be subject to appropriate disciplinary action up to and including dismissal.

Achievement Preparatory Academy prohibits retaliation against anyone for reporting discrimination or participating in Achievement Preparatory Academy investigations of reported discrimination. Any employee who believes retaliation has taken place should report it to the Human Resources manager or the Head of School so that Achievement Preparatory Academy can investigate and take appropriate corrective action. It is critically important that employees report discrimination or retaliation, because Achievement Preparatory Academy cannot investigate or correct these problems unless they are raised to the attention of the appropriate Achievement Preparatory Academy officials.

## **10. INTERNAL COMPLAINT PROCEDURE**

Any employee may submit an internal complaint regarding dismissal, termination or any other adverse employment decision pursuant to the internal complaint procedure outlined below.

- STEP 1. In the event an employee believes she/he has been treated unfairly, the employee should discuss the situation with the Head of School in an effort to resolve the issue. The Head of School may arrange a meeting between all parties involved to work out an informal solution.
- STEP 2. If a resolution cannot be reached through discussion with the Head of School, the employee should put the complaint in writing to the Head of School who is required to respond in writing within 5 school days.
- STEP 3. If the employee remains unsatisfied with the resolution reached by the Head of School in writing, the employee should present the written material (his/her complaint and the Head of School's response) to the Chair of the Board of Trustees within 5 school days of receiving the Head of School's response. The employee must notify the Head of School of this action.
- STEP 4. The Board of Trustees will issue a decision in writing to the employee and the Head of School within 5 school days after receiving the internal complaint. The Chair of the Board of Trustees may convene a special meeting of the Board of Trustees to discuss a resolution to the grievance. The employee and Head of School may be invited or excluded to participate in this special meeting as the Chair sees fit. The decision of the Board of Trustees is final.

Employees are expected to cooperate in good faith in the investigation and resolution of any internal complaint raised by them or against them. There will be no retaliation of any kind against an employee for bringing an internal complaint under this procedure. At their own expense, employees may seek outside guidance in order to articulate their complaint as clearly as possible.

## **11. NON-HARASSMENT**

Consistent with its workplace policy of equal employment opportunity, the school prohibits and will not tolerate workplace discrimination or harassment based on a person's race, color, religion, age, sex, national origin, ancestry, marital status, personal appearance, citizen status, disability, sexual orientation, family responsibilities, matriculation, political affiliation, veteran status or any other characteristic protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of such characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes

and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment includes sexual flirtations, advances or propositions, suggestive comments, verbal abuse of a sexual nature, sexually oriented jokes, crude or vulgar language or gestures, graphic or verbal commentaries about an individual's body, requests for sexual activities, display or distribution of obscene materials, physical contact such as patting, pinching, or brushing against someone's body, or physical assault of a sexual nature.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes, but is not limited to, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes, but is not limited to, comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually-oriented comments, innuendoes, or offensive language.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes, but is not limited to, extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is generally intimidating or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.

Achievement Preparatory Academy prohibits any employee, volunteer, vendor or other visitor from making unwelcome sexual advances of a verbal or physical nature toward another employee or applicant for employment, or unlawful harassing an employee or applicant for employment.

If you feel that an Achievement Preparatory Academy employee, vendor, consultant contractor, or other visitor has unlawfully harassed you, or if you observe such conduct, you should report the situation immediately to the Human Resources manager or the Head of School. Acts of harassment or sexual harassment may continue if they are not reported, and Achievement Preparatory Academy will be unable to take action to correct the problem if it receives no notice of unwanted, inappropriate contacts.

Upon such notification, Achievement Preparatory Academy will undertake prompt investigation and, if warranted, corrective action. Any employee who, after appropriate investigation, has been found by Achievement Preparatory Academy to have harassed or sexual harassed another employee will be subject to appropriate disciplinary action up to and including dismissal.

There are occasions when an employee may seek to respond to harassment by directly asking the harasser to stop. You may do this if you feel comfortable with this approach and believe it is the best way to respond. You have the right to report harassment to Achievement Preparatory Academy regardless of whether or not you choose to ask the harasser to stop.

Achievement Preparatory Academy is committed to providing employees with an environment in which they feel free and safe to report harassment of any kind. It is therefore a violation of Achievement Preparatory Academy policy to retaliate against anyone for reporting harassment, assisting anyone in reporting harassment, or for participation in Achievement Preparatory Academy investigations of harassment. The procedures (and your rights) regarding the reporting of retaliation are the same as for reporting harassment. Any employee who, after appropriate investigation, has been found by Achievement Preparatory Academy to have retaliated against another employee for reporting harassment will be subject to appropriate disciplinary action up to and including dismissal.

It is also essential to understand that consenting romantic and sexual relationships between supervisory and subordinate employees, or between coworkers, may lead to unforeseen complications. The respect and trust accorded a more senior/supervisory person by a lower-level staff member, as well as the power held by that person in evaluating or otherwise supervising the lower-level person could diminish the extent to which the lower-level employee actually feels free to choose to engage in a relationship. Therefore, each Achievement Preparatory Academy employee should be aware of the possible risks of even apparently consensual sexual relationship. Employees in a direct reporting relationship who are involved in a romantic or sexual relationship must report this to the Head of School so that appropriate arrangements can be made with regard to evaluation and supervision.

## **12. ELECTRONIC COMMUNICATIONS**

Employees will use various electronic forms of communication and information exchange within the daily scope of work. Employees have access to one or more forms of electronic media and services, including but not limited to, computers, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet and the World Wide Web. Theft of electronic devices is a serious problem in open environments such as schools. All employees should carefully lock or secure any Achievement Preparatory Academy electronic devices to minimize the risk of theft. The following procedures apply to all electronic media and services which are accessed on or from Achievement Preparatory Academy's premises, accessed using Achievement Preparatory Academy's computer equipment, or via Achievement Preparatory Academy's paid access methods, and/or used in manner which identifies the individual with Achievement Preparatory Academy. Achievement Preparatory Academy intends to enforce the policy set forth below and reserves the right to change any aspect of the policy at any time as may be required.

1. Electronic media may not be used for knowingly transmitting, retrieving or storing any communications of a discriminatory, damaging or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters", jokes or humor, or for any other

purpose which is illegal or against Achievement Preparatory Academy's policy or contrary to Achievement Preparatory Academy's interest.

2. The use of electronic media is reserved primarily for the conducting of business at Achievement Preparatory Academy. Limited, occasional or incidental use of electronic media for personal, non-business purposes is acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. For example, users should keep such activity to a minimum and restrict it to non-working hours. Employees also should not use electronic media for purposes that could reasonably be expected to directly or indirectly cause excessive strain on Achievement Preparatory Academy resources, such as needlessly e-mailing large files or attachments, spam, chain letters, or intentionally engaging in practices such as "denial of service attacks". In addition, Internet service represents a resource that must be managed in an efficient and cost effective manner. The streaming of media (video, music, games, etc.) is not permitted, except as required to conduct business. Internet music or file sharing are not permitted.

Achievement Preparatory Academy reserves the right, in its sole discretion, to review any employee's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this policy. All messages created, sent, or retrieved using Achievement Preparatory Academy electronic devices or devices accessed on or from Achievement Preparatory Academy's premises, and any information of any type stored in any Achievement Preparatory Academy equipment or on its servers, including but not limited to all information stored on personal computers, diskettes, and voice mail, are the property of Achievement Preparatory Academy, not the employee, and may be saved, accessed, and reviewed by the school. Employees should not assume that electronic communications, either sent or received, are private and confidential.

3. Employees must respect the confidentiality of other employee's communications and may not attempt to gain access to another employee's or third party's messages without explicit direction of the Head of School. This also applies to all electronic forms of Achievement Preparatory Academy information as described in the Confidentiality Policy.
4. Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Each employee who uses any security measures on an Achievement Preparatory Academy supplied PC must provide his/her pass codes to his/her manager or other designated Achievement Preparatory Academy representative. No pass code may be used that is unknown to Achievement Preparatory Academy. The use of passwords to gain access to the computer system to secure specific files does not provide employees with an expectation of privacy in the respective system or document.
5. No e-mail or other electronic communications may be sent if it attempts to hide the identity of the sender, or represent the sender as another person or the school.
6. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
7. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials

except as permitted by the copyright owner or a single copy for reference use only. Employees must not violate any software licenses, including but not limited to making illegal copies of software.

8. Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line services, or Internet) are statements identifiable and attributable to Achievement Preparatory Academy, and should be treated as such. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with Achievement Preparatory Academy, and the statement might still legally be attributed to Achievement Preparatory Academy. Therefore, employees should use good judgment and discretion when making such statements.

Information technology security requirements shall be a primary consideration when using the Internet. Users must take adequate precautions when processing data or storing data on computers connected to the Internet, and when transmitting data on or through the Internet. Achievement Preparatory Academy policies for acceptable use, e-mail, security and anti-virus use should be observed.

All employees must respect all software intellectual property rights. No employee may copy or distribute copyrighted material in electronic form, including electronic links, without legal authorization.

Remember, THE SCHOOL HAS THE ABILITY AND RESERVES THE RIGHT TO MONITOR INDIVIDUAL USE OF THE COMPUTER, INCLUDING E-MAIL. BY USE OF THE SCHOOL'S E-MAIL SYSTEM AND INTERNET, INDIVIDUALS WAIVE THE RIGHT TO PRIVACY IN ANYTHING THEY SEND OR RECEIVE. Violation of the Electronic Communications policy may result in disciplinary action, up to and including termination and/or legal action.

### **13. MANDATED REPORTING OF CHILD ABUSE**

The District of Columbia requires that school officials and teachers who know or have reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been or is in immediate danger of being mentally or physically abused or neglected, immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child Protective Services Division of the Department of Human Services.

### **14. SMOKING**

In order to maintain a safe environment, and to ensure compliance with all applicable laws, smoking in Achievement Preparatory Academy's offices, classrooms, or any other areas of the building or school grounds is strictly prohibited. Individuals who wish to smoke may do so outside of the building away from school grounds. If a visitor to our offices wishes to smoke, please advise the visitor regarding our smoking policy.

### **15. DRUG-FREE WORKPLACE**

Achievement Preparatory Academy has a vital interest in maintaining safe, healthy and efficient working conditions for its employees and students. The use or abuse of alcohol or drugs can have a serious adverse effect on quality, safety and productivity. Achievement Preparatory Academy maintains a drug-free

workplace. The consumption of or the possession, sale, use and/or distribution of illegal drugs on our premises, at Achievement Preparatory Academy-sponsored events, or while conducting Achievement Preparatory Academy business is prohibited. Offenders will be subject to disciplinary action, up to and including termination of employment.

Achievement Preparatory Academy recognizes that most substance dependence can be treated successfully. If you feel that you have developed a substance abuse problem, you are encouraged to voluntarily seek help. Conscientious efforts to voluntarily seek help will not jeopardize your job. All voluntary inquiries will be handled confidentially. Failure to follow prescribed medical treatment or to improve work performance to an acceptable level will be justification for termination on the same basis as any other employee's work performance is unsatisfactory.

**The following specific rules have been established to prevent substance abuse at our school, and to assist chemically and alcohol dependent employees in their recovery efforts:**

1. The unlawful manufacture, distribution, possession, or knowing transportation of illicit drugs or other controlled substances, while on the job, at Achievement Preparatory Academy-sponsored events, or on Achievement Preparatory Academy's premises is prohibited and will result in termination for gross misconduct. Employees who violate this provision may not be eligible for continuation of any group health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
2. Achievement Preparatory Academy expressly prohibits unlawful drug usage by its employees. Being under the influence, or consumption of illicit drugs or other controlled substances while on the job, at Achievement Preparatory Academy-sponsored events, or on Achievement Preparatory Academy's premises is strictly prohibited and may result in termination for gross misconduct.
3. Being under the influence of alcohol while on the job, at Achievement Preparatory Academy-sponsored events, or on Achievement Preparatory Academy's premises is strictly prohibited and may result in termination for gross misconduct.
4. Employees must report to the Head of School any arrest and/or conviction under a criminal drug statute for violations occurring on or off Achievement Preparatory Academy's premises within five (5) days of entry of judgment against them. If an employee is arrested on such charges, the employee may be suspended from service pending administrative review.
5. Being under the influence of any legally obtained drugs while performing Achievement Preparatory Academy business is prohibited if such drugs affect or impair the employee's performance. It is the employee's responsibility to determine when a medication does, or may affect or impair his/her performance, and to notify his/her supervisor of the medication and situation.
6. When Achievement Preparatory Academy has reason to believe an employee may possess controlled drugs in violation of these rules, such employee may be suspended pending further investigation. Any employee who refuses to cooperate in such an investigation will be subject to disciplinary action up to and including termination of employment.

The establishment of this policy in no way diminishes Achievement Preparatory Academy's right and/or authority to discipline or discharge an employee for conduct that would warrant discipline or discharge if

the employee were not chemically or alcohol dependent. Neither the existence of this policy, nor an employee's participation in any recovery program will excuse an employee from following Achievement Preparatory Academy's rules.

## **16. EMERGENCY RESPONSE PLAN**

### **Crisis Team Members:**

1. Crisis Team Leader/Head of School
2. Office Manager
3. Director of Academic Achievement
4. Dean of Solutions
5. Student Support Coordinator
6. Representative with a Medical Background

### **16.1 Fire Drill/Fire Evacuation Procedures**

**Take charge of your class.** Do not let your class just walk out. Have someone close the windows, doors and turn off lights. **Escort your class to the proper exit and gathering area.** Exit routes are posted on all classroom doors, offices, restrooms, and gathering areas. Teachers and staff need to keep students quiet and orderly.

#### **Clearing the Building:**

- The Head of School and Office Manager are responsible for clearing the basement of the building. Remember to check all restrooms.
- The Director of Academic Achievement, Dean of Solutions, and Student Support Coordinator are responsible for clearing the upper level of the building.
- **Gathering Area:** All persons should gather on the blacktop in the rear of the building, farthest from the building.
- **Handicap Assistance:** Any teacher with a student with disabilities can instruct as many students as necessary to assist that student.

#### **Communication:**

- A continuous long bell is the signal for a fire drill/fire emergency.

#### **Attendance Procedures for a Fire Drill:**

1. As soon as you hear the fire alarm, quickly take attendance before proceeding outside. Take your class list and grade book with you.
2. Once outside, take attendance again. If any students are missing, report this information immediately to the Head of School or the Office Manager. Be sure to keep your students quiet and in direct sight while outside.

### **16.2 Mental Health Crisis Protocol**

Regardless of the nature of the crisis, (i.e., death of a student by suicide or accident, death of a parent, death of a faculty member, or national crisis) and whether crisis occurs during the school day or outside of school, the crisis team leader should be contacted first and foremost. If she is unavailable another member of the crisis team should be contacted.

### 16.3 Evacuation

- Follow the fire drill procedures
- Attendance Procedures:
  1. As soon as you hear the fire alarm, quickly take attendance before proceeding outside. Take your class list and grade book with you.
  2. Once outside, take attendance again. If any students are missing, report this information immediately to the Head of School or the Office Manager. Be sure to keep your students in direct sight while outside.
  3. Listen for extended evacuation announcements from the Head of School or the Office Manager.
  4. Walk students to the designated area on the blacktop. Any teacher with a student with disabilities can instruct as many students as necessary to assist that student.
  5. Once in the designated area outside, take attendance again. If any students are missing, report this information immediately to the Head of School and the Office Manager. Be sure to keep your students quiet and in direct sight while outside.
  6. Assemble into grade groups. Teachers should remain with the students of the grade they were teaching when the evacuation commenced.
  7. Listen for announcements from the Head of School and/or the Office Manager.

### 16.4 Lock-In Procedures

**Purpose:** This procedure is utilized when the goal of the school is to keep students inside the building, but not confined to individual rooms.

**Possible Causes:**

- Weather related
- Triggered by incidents in and around the city

**Basic Requirements:**

- All students should stay in the building. Classes will be informed about any schedule changes.
- Take attendance every period. Attendance should be reported to the Office Manager within the first 10 minutes of class. Attendance can be delivered by a student or emailed.
- Exits will be monitored.
- Grounds may need to be monitored
- Parents would need to be able to notify the school about their preference of how their children should get home. Parents should be able to remain in their cars while picking up their children.

**Roles:**

- Announcements: Head of School

- Monitor Exits/Grounds: Dean of Solutions
- Attendance: Office Manager
- Information: Director of Academic Achievement

#### **16.5 Lock-Down Procedures**

**Purpose:** This procedure would be utilized when walking through the building would endanger the health or safety of students and staff.

**Possible Causes:**

- Weather related
- Dangerous person or intruder

**Basic Requirements:**

1. Quickly move to the appropriate location. **SEE HANDOUT DISTRIBUTED AT START OF YEAR.**
2. Close and lock classroom door. **Do not open the door.**
3. Instruct students to remain calm and find a seat on the floor away from a door or window.
4. Instruct students to remain quiet.
5. Take attendance. If a computer is available, email attendance to the Office Manager.
6. Check to see if anyone is hurt. If someone is injured, treat him or her as best you can.
7. Stay in the classroom until you receive an all-clear message.
8. Students or teachers outside the building when a lock-down commences must remain outside the building. Report to Early Childhood Academy PCS located at 4025 9<sup>th</sup> Street, SE. Remain at the school until you are sent for from the school.

**Communication:**

- A continuous short bell is the signal for a lock-down period.
- 3 short bells will signal the all-clear message

**Roles:**

- Lock West Door: Head of School
- Lock East Doors: Director of Academic Achievement
- Lock Back Doors: Dean of Solutions
- Attendance: Office Manager
- Runner: Student Support Coordinator

#### **16.6 Off Site and After Hours-Major/Minor Incident Protocol**

A. If a **major injury\*\*** occurs and only **ONE** adult is present: **(Recommendation is for two adults to be at every event)**

- Call 911 and perform basic first aid.
- Contact the on call administrator, who will call parents and meet the teacher at the incident site.

- If the child is transported to hospital by ambulance, the teacher and all students must follow the ambulance to the hospital and stay with the child until the administrator and/or parent arrive.
- Fill out the incident report and give to the Office Manager

B. If a **major injury\*\*** occurs and **TWO** adults are present:

- Same as above except one adult will go with the child in ambulance and the other adult will take students back to school.
- Fill out the incident report and give to the Office Manager

C. If a **minor injury\*** occurs:

- Administer basic first aid.
- Inform parents.
- Fill out incident report and give to the Office Manager.

*\*Minor injuries include feeling faint or dizzy, bloody nose, twisted ankle, minor burns, cuts, scrapes and bruises, eye injuries, feeling ill, etc...*

*\*\*Major injuries include head trauma, seizure, asthma attack, unresponsive, not breathing, excessive loss of fluids, etc...*

## 16.7 Field Trip Protocol:

A. Before leaving the building, a supervising adult must:

- Take a cell phone. If you do not have a cell phone, you can obtain one from the Office Manager.
- Inform the Office Manager who is going, where you are going, provide an estimated time of return and a number where you can be reached.
- Bring copies of medical release forms.
- Bring a small first-aid kit. You can obtain a kit from the Office Manager.

## 16.8 In School-Major/Minor Incident Protocol:

### Major:

**Step 1:** Assess the situation: If it is a major injury which includes: head trauma, seizure, asthma attack, unresponsiveness, not breathing or excessive loss of fluids, blood, vomit, etc. complete the following steps:

A. Send another student to the main office with the specifics of student name, classroom location and injury situation.

B. Office Manager will:

1. Call 911
2. Contact the "on call" administrator who will go to the incident site with a two-way radio
3. Assign an individual to meet and guide EMS to emergency site
4. Pull student's health file to have available as needed
5. Contact student's parents and give necessary information

C. Teacher should:

1. Administer basic first aid to the best of his/her ability until EMS arrives

**Step 2:** Fill out Incident Report and give to the Office Manager

**Minor:**

**Step 1:** Assess the situation: If minor injury occurs (feeling faint or dizzy, bloody nose, twisted ankle, minor burns, cuts, scrapes and bruises, eye injuries, feeling ill) send the student, accompanied by another individual, to the main office. The Office Manager will further assess the situation and consult the necessary personnel to decide on the best course of action.

## **Acknowledgement of Receipt of Handbook Follows**

**A SIGNED COPY OF THE ACKNOWLEDGEMENT WILL BE KEPT ON FILE**

**ACHIEVEMENT PREPARATORY ACADEMY  
ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICY**

I acknowledge that I have received a copy of the Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained in the Personnel Policy and any revisions made to it. I further acknowledge that the Personnel Policy supersedes all prior oral or written statements by Achievement Preparatory Academy concerning its employment policies, guidelines and benefits.

I understand and agree that Achievement Preparatory Academy reserves the right to change, modify, or delete any of the information, policies, and benefits described in the Personnel Policy at any time, with or without notice, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Achievement Preparatory Academy has the ability to adopt any revisions to the policies in this Personnel Policy.

I understand and agree that this handbook is neither a contract of employment nor a legal document, and my employment with Achievement Preparatory Academy is at-will and of no definite duration. **Nothing contained in the Personnel Policy or any oral representations alter the at-will status of this employment relationship.**

I also understand that Achievement Preparatory Academy reserves the right to modify or alter my position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. I further understand that no express or implied promise or guarantee with regard to the duration of my employment, wages or benefits is binding upon Achievement Preparatory Academy unless made in writing and duly executed by the Board of Trustees of the Achievement Preparatory Academy and explicitly and specifically identified as an employment agreement or contract.

The Personnel Policy describes important information about my employment with Achievement Preparatory Academy and I understand that if I have any questions regarding any materials contained in, or not answered by, the Personnel Policy, I should consult with the Head of School.

Employee name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_